

[Your Full Name]

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[Current Student ID Number]

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[Your Current Department/Major]

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[Phone Number]

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[University Email Address]

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[Date]

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[Name of Registrar or Department Head]

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[Target Department Name]

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[University Name]

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Dear *[Name or Admissions Committee]*,

I am writing to formally request a transfer from the Department of *[Current Department]* to the Department of *[Target Department]*, effective *[Term/Year]*.

After completing *[Number]* semesters at *[University Name]*, I have determined that my academic interests and career goals align more closely with the curriculum offered by your department. Specifically, my experience in *[Relevant Course or Project]* has motivated me to pursue deeper study in *[Specific Subject Area]*.

I have maintained a cumulative GPA of *[Current GPA]* and have already completed the following prerequisite courses for this transition:

- *[Prerequisite Course 1]*
- *[Prerequisite Course 2]*

I am eager to contribute to the *[Target Department]* community and am confident that my background in *[Previous Field/Skill]* will provide a unique perspective to my future studies. Thank you for your time and for considering my application for departmental change.

Sincerely,

[Signature]

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[Printed Name]

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